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AFSC 2T0X1 TRAFFIC MANAGEMENT SPECIALTY



**LOGISTIC TRAINING COMPLEX
LACKLAND AFB, TEXAS**



CAREER FIELD EDUCATION AND TRAINING PLAN

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TRAFFIC MANAGEMENT SPECIALTY
AFSC 2T0X1
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.
2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.
 - 2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.
 - 2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is a Qualification Training Package (QTPs which may be developed to support proficiency training). These packages are identified in the Air Force Master Catalog; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. Refer to the AF Publications Website to download.
3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT) —Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Specialty—A group of positions (with the same title and code) that require common qualifications.

Bridge Course—A formal or informal course of training which allows the individual to expand his/her knowledge in another area of expertise.

Career Field Education and Training Plan (CFETP)—CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Certification Official—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Core Task—Tasks the AFSCM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL)—A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

Course Training Standard (CTS)—Training standard that identifies the training members will receive in a specific course.

Enlisted Transportation Advisory Group (ETAG). Meets at the direction of HQ USAF/ILT to discuss significant issues, priorities and policies. Provides advice and counsel to HQ USAF/ILT concerning the enlisted transportation community and resolves problems affecting the enlisted force and the overall transportation mission. It also provides recommendations and initiatives for future training needs, career progression trends, and identifies information systems needs.

Exportable Course —Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

Exportable Training—Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Go/No Go—The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified for officers.

On-the-Job Training (OJT)—Hands-on, “over-the-shoulder” conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Position Qualification Training—Training designed to qualify an airman in a specific position that occurs after upgrade training.

Proficiency Training—Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Program Objective Memorandum (POM) —Developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense. Covers a six-year period.

Qualification Training (QT)—Hands-on performance training designed to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Qualification Training Package (QTP)—An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints—Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Specialty Training Standard (STS)—An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard—An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Supplemental Training —Training toward a portion of an AFS without change by AFSC. Formal training on new equipment, methods and technology that are not suited for on-the-job training.

Task Certifier—See Certification Official.

Trainer—A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Capability—The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Training Session—Training that trainers conduct based on technical data for a maintenance task that existing courses could not support.

Upgrade Training (UGT)—Mandatory training which leads to attainment of higher level of proficiency.

Wartime Tasks—Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3 level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose of CFETP. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

- 1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4.** Identifies major resource constraints which impact full implementation of the desired career field training process.

2. Use of the CFETP. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

- 2.1.** AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.
- 2.3.** Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and

MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Performs and manages traffic management activities. Uses military and commercial transportation to move personnel, eligible dependents, material, and property. Packages, classifies, and arranges personal property and cargo for shipment or storage. Related DoD Occupational Subgroup: 553.

4.2. Duties and Responsibilities:

4.2.1. Plans and organizes traffic management activities. Receives and packages items for shipment or storage. Prepares budget estimates for materials and equipment. Inspects items for identity, quantity, and condition. Segregates items requiring special handling. Considers cost and special handling requirements when selecting preservation and packing material to ensure protection. Certifies hazardous cargo to be moved by surface and air. Advises on procurement and distribution actions. Ensures convoy, hazardous, or oversized permits are acquired before movement.

4.2.2. Directs traffic management activities. Identifies, marks, and labels cargo and personal property for shipment or storage. Inspects shipments to determine condition. Verifies carrier service. Initiates discrepancy reports. Determines work priority. Monitors preservation, packaging, and handling of cargo and personal property being shipped or stored. Selects and arranges travel routes for individuals and groups. Verifies commercial travel office routing and fares. Resolves administrative and operational problems, and authorizes deviation from procedures.

4.2.3. Counsels personnel and eligible dependents on passenger and personal property movements. Reviews official travel orders and determines transportation entitlements.

4.2.4. Uses carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property. Arranges shipment and storage of personal property. Makes cost comparisons between various modes of transportation, and between government and commercial storage facilities. Validates need for and use of temporary storage. Monitors: equipment availability, service to required destinations under current operating rights, shipping status, condition of household goods packing, and local drayage contracts.

4.2.5. Classifies and arranges cargo for movement. Determines and schedules proper carrier equipment for loading and unloading. Converts military nomenclature to commercial freight classification. Determines weight of commodities to be shipped. Consolidates and routes shipments. Develops and maintains data reference files. Determines cargo priority, and schedules movement accordingly. Coordinates pickup and delivery of cargo shipments. Coordinates with base activities to control flow of inbound and outbound cargo. Provides transportation data and support to contracting.

4.2.6. Maintains and issues transportation documents. Prepares passenger related travel documents. Processes pay adjustment vouchers for cost charge travel, and issues service and purchase orders. Computes and documents excess transportation costs. Prepares reweigh and loss and damage reports. Compiles data for comparison with other shipment modes. Prepares personal property shipment applications. Establishes and maintains personal property case files, rate printouts, basic agreements, carrier tenders of service, accountable document registers, and military or carrier tariffs for household

goods movements. Processes contractor invoices and verifies services performed. Prepares shipment discrepancy reports. Converts commercial documents to government bills of lading. Issues diversion and reconsignment certificates.

4.2.7. Operates and maintains material handling equipment, such as forklifts and pallet and hand-trucks. Utilizes woodworking equipment and machines that weigh, band, staple, tape, and seal. Operates automated data processing equipment to prepare, transmit, and receive transportation transaction data.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. Upon completion of initial skills training, Course L3ABR2T031 003, Traffic Management Apprentice, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the Career Development Course (CDC) and Task Qualification Training and other exportable courses to progress in the career field. Once task certified, a trainee may perform the task unsupervised.

5.2. Journeyman (5) Level. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base. Five-levels may be assigned to job positions such as nontemporary storage, passenger travel, inbound freight, packaging wood worker and various staff positions. Five-levels will complete all available FTD courses, and MAJCOM specific training. Individuals will attend the Airman Leadership School (ALS), the entry-level Professional Military Education (PME) program, after having 48 months in the Air Force. Individuals will use their CDCs to prepare for testing under WAPS. They should also consider continuing their education toward a CCAF degree.

5.3. Craftsman (7) Level. A craftsman can expect to fill various supervisory and management positions such as element chief, line supervisor, section chief, and task certifier. They will also be assigned to work in staff positions. Seven-levels should take courses or obtain added knowledge on management of resources and personnel. Successful completion of 7-level CDC and the 7-level in-residence course, L3ACR2T071 004, Traffic Management Craftsman, is required for upgrade training. Continued academic education through CCAF and higher degree programs is encouraged. In addition, when promoted to TSgt, individuals will attend the Noncommissioned Officer Academy which provides more in-depth instruction than received in ALS.

5.4. Superintendent (9) Level. A 9-level can be expected to fill positions such as flight chief, NCOIC, superintendent, and various staff jobs. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continued education. Individuals promoted to SMSgt will attend the Senior Noncommissioned Officer Academy. Additional higher education and completion of courses outside of their career AFSC are also recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Traffic Management career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

6.1. Initial Skills. Initial/Entry level training will usually be developed and taught by AETC. AFSC 2T031 is awarded following successful completion of course, L3ABR2T031 003, Traffic Management Apprentice.

6.2. Five Level Upgrade Requirements. AFSC 2T051 is awarded following successful completion of 15 months OJT, all Core Task Elements (5) identified in column 2 of the 2T031/2T051 STS, 5-level Career Development Course (CDC).

6.3. Seven Level Upgrade Requirements. AFSC 2T071 is awarded following successful completion of the 7-level residence course, L3ACR2T071 004. The Traffic Management Craftsman Course was designed to provide enhanced training to progress toward a fully qualified traffic management craftsman. The course presents background information related to the duties and responsibilities for all areas pertaining to processing personal property, passenger, and freight movements. Additional requirements include: completion of 12 months OJT, STS core tasks (7), 7-level CDCs, and attainment of the grade of SSgt.

6.4. Proficiency Training. Any additional knowledge and skill requirements which were not taught through initial skills or upgrade training were assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs must develop a continuation training program that ensure individuals in the traffic management career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. Degree Requirements. All airmen are automatically entered into the CCAF program. Prior to completing an associates degree, the 5-level must be awarded and the following requirements must be met:

| Subject | Semester Hours |
|--|----------------|
| Technical Education | 24 |
| Leadership, Management, and Military Studies | 6 |
| Physical Education | 4 |
| General Education | 15 |
| Program Elective Technical Education; Leadership, Management, and Military Studies; or General Education | 15 |
| Total | 64 |

7.3.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.3.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.3.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.3.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.3.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

8.1. Enlisted Career Path.

| Table A8.1. Enlisted Career Path | | | | |
|---|--|-----------------------|-----------------|---------------------------|
| Education and Training Requirements | GRADE REQUIREMENTS | | | |
| | Rank | Average Sew-On | Earliest Sew-On | High Year Of Tenure (HYT) |
| Basic Military Training school | | | | |
| Apprentice Technical School (3-Skill Level) | Amn A1C | 6 months 10 Months | | |
| Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the job training for retrainees - Complete appropriate CDC if/when available. | Amn A1C SrA | 16 months 3 years | 28 months | 12 Years |
| Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only). | <u>Trainer</u> IAW AFI 36-2201 - Recommended by supervisor. - Qualified and certified to perform the task to be trained. - Must attend formal OJT Trainer Training and appointed by commander | | | |
| Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT/ 6 months OJT for retrainees. - Complete appropriate CDC if/when available. - Advanced Technical School. | SSgt | 7.5 years | 3 years | 20 Years |
| | <u>Certifier</u> IAW AFI 36-2201 - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Be a person other than the trainer except for AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements - Are qualified and certified to perform the task being certified. - Attend formal OJT Certifier Course and appointed by commander | | | |
| Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only). | TSgt | 12.5 years | 5 years | 24 Years |
| | MSgt | 16 years | 8 years | 26 Years |
| USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only). - A percentage of top nonselects (for promotion to E-8) MSgts attend the SNCOA each year. | SMSgt | 19.2 years | 11 years | 28 Years |
| Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt (sewn on). | CMSgt | 21.5 years | 14 years | 30 Years |

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification:

10.1. Apprentice Level Training:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge is mandatory of: federal and military transportation regulations, instructions, directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, orders; hazardous cargo requirements; blocking, bracing, tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.1.1.2. Education. For entry into this specialty, completion of high school with a basic computer course and a course in typing is desirable.

10.1.1.3. Training. For award of AFSC 2T031, completion of a basic traffic management course is mandatory.

10.1.1.4. Experience. The apprenticeship period after completion of technical school will not be less than 3 months. Use this period to (1) orient the trainee and conduct initial evaluations, (2) evaluate and provide performance-based training on the tasks taught in technical school, and (3) identify and start training in additional tasks required to fully utilize trainee in their duty position.

10.1.1.5. Other. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

10.1.2. Training Sources and Resources. The AFSC 2T031/2T051 STS and the MAJCOM QTP provides the knowledge and task requirements for upgrade to the 3-skill level.

10.1.3. Implementation. Entry into training occurs upon completion of basic training. AFSC 2T031 is awarded following successful completion of Course L3ABR2T031 003, Traffic Management Apprentice.

10.2. Journeyman Level Training:

10.2.1 Specialty Qualification.

10.2.1.1. Knowledge. Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.2.1.2. Education. For entry into this specialty, completion of high school with a basic computer course and a course in typing is desirable.

10.2.1.3. Training. Individuals must have a 15 month OJT period. Completion of all Core Task Elements identified in the 2T051 STS and 5-level Career Development Course (CDC).

10.2.1.4. Experience. Qualification in and possession of AFSC 2T031. Also, experience in functions such as selecting passenger routes, advising on passenger travel, and obtaining travel reservations; maintaining records and reports; or selecting mode and carrier for movement of personal property and cargo.

10.2.1.5. Other. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

10.2.2. Training Sources and Resources. Successful completion of CDC 2T051, Traffic Management Journeyman, satisfies most of the knowledge requirements for upgrade to the 5-skill level. The STS identifies additional mandatory core tasks (5) required for upgrade. For mandatory upgrade core task items (5) that cannot be completed at technical school or at unit level, waivers may be requested through their base OJT monitor to their MAJCOM functional manager (i.e., course instructors, JPPSOs, and ARC forces).

10.2.3. Implementation. Enrollment in CDC 2T051 takes place immediately after completion of the Traffic Management Apprentice Course and arrival at the first permanent duty station. Successful completion of the CDC, coupled with 12 months OJT is required for upgrade to the 5-skill level.

10.3. Craftsman Level Training:

10.3.1 Specialty Qualification.

10.3.1.1. Knowledge. Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.3.1.2. Education. For entry into this specialty, completion of high school with a basic computer course and a course in typing is desirable.

10.3.1.3. Training. Upgrade training to the 7-skill level in this specialty consists of completion of 7-level CDC along with 12 months OJT, completion of the 7-skill level Core Task items identified in the STS and successful completion of the advanced Traffic Management course, L3ACR2T071 004.

10.3.1.4. Experience. Qualification in and possession of AFSC 2T051. Also, experience supervising functions such as preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DOD personnel.

10.3.1.5. Other. For entry, award, and retention of AFSCs 2T011/31/51/71, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

10.3.2. Training Sources and Resources. Successful completion of the 7-level CDC, mandatory 7-level task items and successful completion of the L3ACR2T071 004 residence course, satisfies the knowledge and task requirements specific in the level. For mandatory upgrade core task items (7) that cannot be completed at technical school or at unit level, waivers may be requested through their base OJT monitor to their MAJCOM functional manager (i.e., course instructors, JPPSOs, and ARC forces).

10.3.3. Implementation. Entry into training occurs upon obtaining 18 months experience at the 5-skill level and becoming a SSgt. Successful completion of all core 7-skill level items and certification by the member's supervisor after completion of mandatory upgrade requirements results in the award of 7-skill level.

10.4. Superintendent Level Training:

10.4.1 Specialty Qualification.

10.4.1.1. Knowledge. Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.4.1.2. Education. For entry into this specialty, completion of high school with a basic computer course and a course in typing is desirable.

10.4.1.3. Training. To be awarded AFSC 2T091, an individual must sew on SMSgt.

10.4.1.4. Experience. Qualification in and possession of AFSC 2T071. Also, experience managing moving personal property, cargo, and passengers, including classification and freight routing and carrier selection.

10.4.1.5. Other. For entry, award, and retention of AFSCs 2T011/31/51/71/91, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

10.4.2. Training Sources/Resources. Successful completion of the USAF Senior NCO Academy resident course partially satisfies the knowledge requirements of the specialty knowledge section above. Completion of all applicable QTPs should satisfy remaining knowledge and experience requirements listed above.

10.4.3. Implementation. SMSgts or SMSgt selectees are eligible to attend the resident SNCO Academy course at Gunter AFB, AL. Sew-on of SMSgt is required for award of the 9-skill level. Completion of the SNCO Academy is mandatory before assuming the grade of CMSgt.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training:

12.1. Constraints. No Gates computer lab and weight scales.

12.1.1. Impact. The Gates computer, STS item 7.5 will only be instructed to the b level instead of the requested 2b level

12.1.2. Resources Required. 16 PC's, a GATES Server.

12.1.3. Action Required.

12.2. OPR/Target Completion Date.

13. Five Level Training:

13.1. Constraints. No 5-level constraints.

13.1.1. Impact.

13.1.2. Resources Required.

13.1.3. Action Required.

13.2. OPR/Target Completion Date.

14. Seven-Level Training:

14.1. Constraints. No 7-level constraints

14.1.1. Impact.

14.1.2. Resources Required.

14.1.3. Action Required.

14.2. OPR/Target Completion Date.

Section E. Transitional Training Guide

“There are currently no transition training requirements. This area is reserved.”

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

**MICHAEL E. ZETTLER, Lieutenant General, USAF
Deputy Chief of Staff, Installations and Logistics**

Part II

Section A - Specialty Training Standard

1. Implementation.

1.1. Specialty Training Standard 2T031/2T051 Traffic Management Apprentice/Traffic Management Journeyman will be used for technical training provided by AETC for classes beginning 020805 graduating 021021.

1.2. Specialty Training Standard 2T071 Traffic Management Craftsman will be used for technical training provided by AETC for classes beginning 020708 and graduating 020719.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level of the Traffic Management ladder of the Transportation Career Field. Column 2 (Core Tasks) identifies, by the applicable skill level number (5 or 7), specialty-wide training requirements. Completion of non-mandatory tasks (tasks not identified by a 5 or 7), pertinent to the unit, will be accomplished as tasks become available for training. These tasks and knowledge are based on an analysis of the duties and responsibilities contained in AFMAN 36-2108.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date and include trainee initials.

2.3. Column 4 shows formal training and correspondence course requirements. It shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable).

2.5.1.1. Evaluate current qualifications and when verified, recertify using: Tasks Previously Certified and Required in Current Duty Position (Core/Critical Tasks). Current date as stop date, trainee's initials, and certifier's initials. Tasks Previously Certified and Required in Current Duty Position (Non-Core/Non-Critical Tasks). Current date as stop date, trainee's initials, and trainer's initials. Tasks Previously Certified but Not Required in Current Duty Position. Carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed

role and must be listed in the identification block of Part II to the CFETP. Give the member the old CFETP upon completion of transcription.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates and any inadequacies of this CFETP to the 345 TRS/DORP, 1015 Femoyer St, Lackland AFB, TX 78236-5404. Reference specific STS paragraphs.

4. Additional upgrade requirements.

4.1. For award of the 5-skill level, supervisors will ensure:

4.1.1. Trainee performs duties in each traffic management process pertinent to each unit.

4.1.2. Trainee is certified in all core tasks identified by (5) in column 2 of the STS.

4.1.3. Trainee successfully completes CDC.

4.2. For award of the 7-skill level, supervisors will ensure:

4.2.1. Trainee is certified in all core tasks identified by (7) in column 2 of the STS.

4.2.2. Trainee successfully completes CDC.

4.2.3. Trainee completes the 7-level resident course. Prior to attending the 7-level resident course trainee must complete the requirements in paragraph 4.2.1. and 4.2.2.

Section B - Course Objective List

5. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **P** indicates task performance which is measured using a performance test, **PC** indicates required task performance which is measured with a performance progress check, **PC/P** indicates separate measurement of both knowledge and performance elements using a performance test and a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

6. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

7. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the students can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

8. Course Objective. These objectives are listed in the sequence taught by Block of Instruction and are based on CFETP 2T0X1 dated 1 Jul 2002.

8.1. Initial Skills Course (Three Level)

8.1.1. Block I. Introduction to Transportation



8.1.1.1. Career Path

8.1.1.1.1. Identify facts and terms of the Transportation Career Field. STS: 1 Meas: W

8.1.1.2. Hazards and AFOSH Standards of AFSC 2T0X1/HAZCOM

8.1.1.2.1. Identify facts and terms pertaining to AFOSH standards for AFSC 2T0X1. STS: 3.1 Meas: W

8.1.1.2.2. Identify basic facts pertaining to accident prevention within the 2T0X1-career field. STS: 3.3 Meas: W

8.1.1.2.3. Identify facts and terms pertaining to environmental hazards of AFSC 2T0X1. STS: 3.5 Meas: W

8.1.1.3. Introduction to Information Warfare/OPSEC

8.1.1.3.1. Identify the facts of AFSC 2T0X1 Information warfare/OPSEC vulnerabilities. STS: 2 Meas: W

8.1.1.4. Introduction to Publications

8.1.1.4.1. Identify facts and terms for utilizing Air Force Publications. STS: 8.2 Meas: W

8.1.1.5. Deployment

8.1.1.5.1. Identify work center responsibilities during deployment operations. STS: 6.1 Meas: W

8.1.1.6. Accountable Forms

8.1.1.6.1. Identify the facts of controlling and issuing accountable forms. STS: 6.3 Meas: W

8.1.1.7. Customer Service

8.1.1.7.1. Identify facts of effective customer service. STS: 6.2 Meas: W

8.1.2. Block II. Passenger Travel and Documentation

8.1.2.1. Passenger Travel

8.1.2.1.1. Identify basic facts related to travel orders. STS: 9.9 Meas: W

8.1.2.1.2. Given official travel orders and a list of situations, determine appropriate passenger travel entitlements IAW progress checklist II-1b. STS: 9.1 Meas: PC/W

8.1.2.1.3. Given travel orders, appropriate technical references, and specified travel situations, determine the mode(s), cost, and routing for passenger travel IAW progress checklist II-1c. STS: 9.2 Meas: PC/W

8.1.2.1.4. Given specified travel information and appropriate technical references, determine procedures used when arranging travel of eligible individuals, groups and human remains IAW progress checklist II-1d. STS: 9.3 Meas: PC/W

8.1.2.2. Passenger Documentation

8.1.2.2.1. Given appropriate technical references and related travel documents, annotate unique control number on travel orders IAW progress checklist II-2a. STS: 9.7.2 Meas: PC/W

8.1.2.2.2. Identify general facts about the functions of the Commercial Travel Office (CTO). STS: 9.5 Meas: W

8.1.2.2.3. Identify basic facts pertaining to GTR's and centrally billed account/individually billed account-billing procedures. STS: 9.7.1 Meas: W

8.1.2.2.4. Identify general facts about the quality assurance of Commercial Travel Office (CTO) agencies. STS: 9.4 Meas: W

8.1.2.2.5. Given appropriate technical references and copies of related travel documentation, document the receipt of unused tickets IAW progress checklist II-2e. STS: 9.7.4 Meas: PC/W

8.1.2.2.6. Identify facts pertinent to circuitous travel requests. STS: 9.8 Meas: W

8.1.2.2.7. Identify general facts about emergency leave travel. STS: 9.6 Meas: W

8.1.2.2.8. Identify specific GATES operating procedures. STS: 7.5 Meas: W

8.1.2.2.9. Given completed travel documents, counsel DOD members and eligible dependents on passenger travel entitlements, IAW progress checklist II-2i. STS: 9.1 Meas: PC/W

8.1.3. Block III. Personal Property Entitlements

8.1.3.1. Shipment/Storage Entitlements

8.1.3.1.1. Given appropriate technical references and shipment information, determine household goods (HHG) movement entitlements IAW progress checklist III-1a. STS: 10.1.1 Meas: PC/W

8.1.3.1.2. Given appropriate technical references and shipment information, determine unaccompanied baggage movement entitlements IAW progress checklist III-1b. STS: 10.1.2 Meas: PC/W

8.1.3.1.3. Given appropriate technical references and shipment information, determine restriction of unauthorized items IAW progress checklist III-1c. STS: 10.1.11 Meas: PC/W

8.1.3.1.4. Given appropriate technical references and shipment information, determine professional books, papers, and equipment (PBP&E) movement entitlements IAW progress checklist III-1d. STS: 10.1.3 Meas: PC/W

8.1.3.1.5. Given appropriate technical references and shipment information, determine storage-in-transit entitlements IAW progress checklist III-1e. STS: 10.1.15 Meas: PC/W

8.1.3.1.6. Given appropriate technical references and shipment information, determine non-temporary storage (NTS) entitlements IAW progress checklist III-1f. STS: 10.1.14 Meas: PC/W

8.1.3.1.7. Identify dependent and eligible heirs of deceased personnel movement entitlements. STS: 10.1.10 Meas: W

8.1.3.1.8. Given appropriate technical references and shipment information, determine customs requirements IAW progress checklist III-1h. STS: 10.1.13 Meas: PC/W

8.1.3.1.9. Identify movement entitlements for boats. STS: 10.1.7 Meas: W

8.1.3.1.7. Identify movement entitlements for motorcycles. STS: 10.1.6 Meas: W

8.1.3.1.8. Identify privately-owned vehicle movement entitlements. STS: 10.1.5 Meas: W

8.1.3.1.10. Given appropriate technical references and shipment information, determine movement of privately owned firearm(s) entitlements IAW progress checklist III-1m. STS: 10.1.8 Meas: PC/W

8.1.3.1.11. Identify mobile home movement entitlements. STS: 10.1.4 Meas: W

8.1.3.2 Self-Procured/performed Move Program

8.1.3.2.1 Given appropriate technical references and shipment information, determine self-procured/performed move entitlements IAW progress checklist III-2a. STS: 10.1.9 Meas: PC/W

8.1.3.3. Inbound Shipment Entitlements

8.1.3.3.1. Given appropriate technical references and shipment information, determine step by step procedures for disposition of incoming personal property shipments IAW progress checklist III-3a. STS: 10.2.2 Meas: PC/W

8.1.4. Block IV. Personal Property Rates and Documentation

8.1.4.1. Shipment Modes, Codes and Cost(s)

8.1.4.1.1. Given appropriate technical references and selected shipment information, determine the mode/code and cost of personal property movements IAW progress checklist IV-1a. STS: 10.2.1 Meas: PC/W

8.1.4.2. Verify Contractor Invoices

8.1.4.2.1. Identify facts about verifying contractor invoices for services performed. STS: 10.3.11 Meas: W

8.1.4.3. Determine Excess Cost

8.1.4.3.1. Identify facts about determining excess shipment cost and preparing pay adjustment documents. STS: 10.3.5 Meas: W

8.1.4.4. Transportation Control and Movement Document (TCMD)

8.1.4.4.1. Given appropriate technical references and shipment information, prepare the TCMDs IAW progress checklist IV-4a. STS: 10.3.10 Meas: PC/W

8.1.4.5. Automated Registers

8.1.4.5.1. Identify basic facts and terms about automated registers. STS: 10.3.9 Meas: W

8.1.4.6. Weighing/reweigh procedures and documentation

8.1.4.6.1. Identify basic facts and terms about weighing/reweighing procedures. STS: 10.4.2 Meas: W

8.1.4.6.2. Identify basic facts and terms about reweigh documentation. STS: 10.3.7 Meas: W

8.1.4.7. Identify Facts on DD Form 788 (Transportation of POV's)

8.1.4.7.1. Identify facts of a DD Form 788, Private Vehicle Shipping Document. STS: 10.3.12 Meas: W

8.1.5. Block V. Quality Assurance Procedures

8.1.5.1. Identify facts and terms when determining adequacy of carrier's warehouse, storage facilities and equipment. STS: 10.4.5 Meas: W

8.1.5.2. Identify facts concerning inspection of personal property shipments to include proper packing, marking, inventory, unpacking services, and containerization. STS: 10.4.1 Meas: W

8.1.5.3. Identify facts and terms pertaining to shipment inspection/evaluation records. STS: 10.4.4 Meas: W

8.1.5.4. Given appropriate technical references and shipment information, determine shipment liability for loss or damage IAW progress checklist III-1n. STS: 10.1.12 Meas: PC/W

8.1.5.5.

Identify basic facts concerning personal property carrier performance evaluations. STS: 10.4.6 Meas: W

8.1.5.6.

Identify facts and terms associated with carrier performance files. STS: 10.4.3 Meas: W

8.1.6 Block VI. Inbound, Outbound and NTS Procedures

8.1.6.1 Creating Outbound Personal Property Shipment Records

8.1.6.1.1. Given user identification and using a personal computer, access the Transportation Operational Personal Standard System (TOPS) main menu, IAW progress checklist V-1a. STS: 7.1 Meas: PC

8.1.6.1.2. Given precounseling paperwork and travel order, utilize TOPS to prepare an application for shipment of household goods shipment with PBP&E, IAW progress checklist V-1b. STS: 10.3.8, Meas: PC

8.1.6.1.3. Given precounseling paperwork and travel order, utilize TOPS to prepare an application for shipment and of unaccompanied baggage and NTS with firearms and POV, IAW progress checklist V-1c. STS: 10.3.8, Meas: PC

8.1.5.1.4. Given precounseling paperwork and travel order, utilize TOPS to prepare a DD Form 2278 for a personally procured/performed move, IAW progress checklist V-1d. STS: 10.3.8 Meas: PC

8.1.5.1.5. Using a previously created application for shipment and a DD Form 1797, counsel another student on unaccompanied entitlements with firearms and POV, IAW progress checklist V-1e. STS: 10.5 Meas: PC

8.1.5.1.6. Using a previously created DD Form 2278, counsel entire class on a personally procured move entitlements, IAW progress checklist V-1f. STS: 10.5 Meas: PC

8.1.5.2. Preparation of Bill of lading (BL), BL Correction Notice and NTS Service Order

8.1.5.2.1. Using TOPS and previously created shipment records, prepare a BL, IAW progress checklist V-2a. STS: 10.3.1 Meas: PC

8.1.5.2.2. Using TOPS and previously created shipment records, prepare a service order for NTS shipments, IAW progress checklist V-2b. STS: 10.3.3 Meas: PC

8.1.5.2.3. Using TOPS and given information, prepare a Bill of Lading correction notice IAW progress checklist V-2c. STS: 10.3.2 Meas: PC

8.1.5.3. Inbound Personal Property Shipments

8.1.5.6.1. Given advance personal property paperwork, and utilizing TOPS, create inbound shipment records, IAW progress checklist V-3a. STS: 10.2.2 Meas: PC

8.1.7. Block VII. Receiving and Cargo Preparation

8.1.7.1. Uniform Material Movement and Issue Priority System (UMMIPS)

8.1.7.1.1. Identify basic facts and terms pertaining to UMMIPS, required delivery date and project codes. STS: 11.1.1 Meas: W

8.1.7.2. Receipt of Items

8.1.7.2.1. Given appropriate technical references, equipment, and shipment information, conduct specific Cargo Movement Operating System (CMOS) procedures and entries, IAW progress checklist VII-2a. STS: 7.2 Meas: PC/W

8.1.7.2.2. Given appropriate technical references and shipment information, utilize CMOS to receive items for shipment, IAW progress checklist VII-2b. STS: 11.1.2 Meas: PC/W

8.1.7.2.3. Given appropriate technical references and shipment information, utilize CMOS to prepare DD Form 1149, IAW progress checklist VII-2c. STS: 11.4.1 Meas: PC/W

8.1.7.2.4. Working as a member of a group and given appropriate technical references, equipment and shipment information, consolidate shipments IAW progress checklist VII-2d. STS: 11.1.5 Meas: PC/W

8.1.7.3. Item Preparation

8.1.7.3.1. Identify basic facts pertaining to preservation principles, methods, levels, and barrier materials. STS: 11.2.1 Meas: W

8.1.7.3.2. Identify basic facts relating to Electrostatic Discharge Sensitive (ESDS) items. STS: 11.3.3 Meas: W

8.1.7.3.3. Identify basic facts pertaining to heat sealing. STS: 11.2.2 Meas: W

8.1.7.3.4. Identify basic facts and terms relating to the packaging and marking of sensitive and classified material. STS: 11.3.2.1 Meas: W

8.1.7.3.5. Identify basic facts and terms pertaining to handling, packaging, and certifying hazardous material. STS: 11.3.1 Meas: W

8.1.7.4 Containers

8.1.7.4.1. Identify basic facts pertaining to types and selection of containers. STS: 11.2.3.1 Meas: W

8.1.7.4.2. Identify requirements to Special Packaging Instructions (SPI). STS: 11.3.4 Meas: W

8.1.7.4.3. Identify basic facts and terms pertaining to the conservation of reusable containers. STS: 11.3.5 Meas: W

8.1.7.4.4. Identify basic facts pertaining to cushioning materials. STS: 11.2.3.2 Meas: W

8.1.7.4.5. Identify basic facts and terms pertaining to foam-in-place packaging. STS: 11.2.3.4 Meas: W

8.1.7.4.6. Identify facts and procedures pertaining to cargo weight, cube, and center of balance. STS: 11.2.3.7 Meas: W

8.1.7.4.7. Identify facts and procedures relating to packing, marking, labeling, and applying packing list to shipment(s). STS: 11.2.5 Meas: W

8.1.7.4.8. Identify basic facts pertaining to blocking and bracing of containers. STS: 11.2.3.3 Meas: W

8.1.7.4.9. Identify facts and terms relating to banding containers. STS: 11.2.3.5 Meas: W

8.1.7.5. Saw and Hand tool safety

8.1.7.5.1. Identify safety precautions while using hand tools. STS: 3.2.3 Meas: W

8.1.7.5.2. Identify safety precautions while operating saws. STS: 3.2.1 Meas: W

8.1.7.6 Material Handling Equipment (MHE) Safety Practices

8.1.7.6.1 Identify appropriate safety practices for MHE. STS: 3.2.2 Meas W

8.1.8. Block VIII Warehousing Operations

8.1.8.1 Packing, Saw Operation and Container Construction

8.1.8.1.1 Given appropriate technical references and shipment information, determine the requirements for Special Packaging Instructions (SPI) IAW progress checklist VIII-1a. STS: 11.3.4 Meas: PC

8.1.8.1.2. Given appropriate technical references, materials, and equipment, package Electrostatic Discharge Sensitive (EDSD) items IAW progress checklist VIII-1b. STS: 11.3.3 Meas: PC

8.1.8.1.3. Given appropriate technical references, materials, and equipment perform heat-sealing IAW progress checklist VIII-1c. STS 11.2.2 Meas. PC

8.1.8.1.4. Given appropriate technical references and materials, utilize cushion materials to package an item for shipment IAW progress checklist VIII-1d. STS 11.2.3.2 Meas. PC

8.1.8.1.5. Working as a member of a group, given appropriate technical references, equipment and materials, operate saws to cut wood to prescribed dimensions, IAW progress checklist VIII-1e. STS: 11.2.4, 3.2.1. Meas: PC

8.1.8.1.6. Working as a member of a group and given appropriate technical references, hand tools and material, construct/fabricate containers, IAW progress checklist VIII-1f. STS: 11.2.3.6, 3.2.3 Meas: PC

8.1.8.1.7. Given appropriate technical references, equipment and shipments, determine cargo weight, cube and center of balance IAW progress checklist VIII-1g. STS 11.2.3.7 Meas. PC

8.1.8.1.8. Given appropriate technical references and shipment information, pack mark, label, and apply packing list to shipment(s), IAW progress checklist VIII-1h. STS 11.2.5 Meas. PC

8.1.8.1.9. Given appropriate technical references, equipment, materials and a selected container, band the container IAW progress checklist VIII-1i. STS 11.2.3.5 Meas. PC

8.1.8.2. Operate MHE

8.1.8.2.1 Given appropriate technical references and equipment, safely operate MHE IAW progress checklist VIII-2a. STS: 11.6.2, 3.2.2 Meas: PC

8.1.9. Block IX. Surface Freight Outbound

8.1.9.1. Shipment Planning

8.1.9.1.1. Given appropriate technical references, determine the requirements for the classification of military equipment and material for movement IAW progress checklist IX-1a. STS: 11.1.3 Meas: PC/W

8.1.9.1.2. Identify basic facts and terms pertaining to modes of shipment. STS: 11.1.6 Meas: W

8.1.9.1.3. Given appropriate technical references and shipment information, prepare Shipment Planning Worksheets (SPWS), IAW progress checklist IX-1c. STS: 11.4.2, Meas: PC/W

8.1.9.1.4. Given appropriate technical references and shipment information, prepare a Military Shipment Label IAW progress checklist IX-1d. STS: 11.4.3 Meas: PC/W

8.1.9.2. Shipment Routing

8.1.9.2.1. Given appropriate technical reference and shipment information, determine routing requirements IAW progress checklist IX-2a. STS: 11.1.7.1 Meas: PC/W

8.1.9.2.2. Identify basic facts pertaining to the requirement for route orders. STS: 11.1.7.3 Meas: W

8.1.9.3. Outbound Documentation

8.1.9.3.1. Given appropriate technical references, equipment, and shipment information, utilize CMOS to prepare Bills of Lading, IAW progress checklist IX-3a. STS: 11.4.5, Meas: PC/W

8.1.9.3.2. Given appropriate technical references and shipment information, determine freight charges IAW progress checklist IX-3b. STS: 11.1.4 Meas: PC/W

8.1.9.3.3. Identify basic facts and terms pertaining to Power Track. STS: 7.4 Meas: W

8.1.9.3.4. Given appropriate technical references and shipment information, determine the security requirements IAW progress checklist IX-3d. STS: 11.1.7.2 Meas: PC/W

8.1.9.3.5. Given appropriate technical references and shipment information, prepare the DD Form 1907 IAW Progress checklist IX-3e. STS: 11.3.2.2 Meas: PC/W

8.1.9.3.6. Identify basic facts and information concerning the DD Form 626 and DD Form 836. STS: 11.3.2.3 Meas: W

8.1.9.3.7. Given appropriate technical references and shipment information, prepare Report of Shipment (REPSHIP) IAW Progress checklist IX-3g. STS: 11.4.7 Meas: PC/W

8.1.9.3.8. Identify basic facts and terms pertaining to Safe Haven and Refuge. STS: 11.1.7.4 Meas: W

8.1.9.3.9. Given appropriate technical references and shipment information, prepare Advance/Transportation Control and Movement Document (TCMD), IAW progress checklist IX-3i. STS: 11.4.4 Meas: PC/W

8.1.9.3.10. Given appropriate technical references and shipment information, maintain shipment files, registers, and logs, IAW progress checklist IX-3j. STS: 11.7.3 Meas: PC/W

8.1.10. Block X. Cargo Movement

8.1.10.1. Carrier's Equipment

8.1.10.1.1. Identify basic facts and terms pertaining to special equipment requirements. STS: 11.6.1 Meas: W

8.1.10.1.2. Identify basic facts and terms pertaining to loading carrier's equipment. STS: 11.6.3 Meas: W

8.1.10.1.3. Identify basic facts and terms pertaining to blocking and bracing of carrier's equipment. STS: 11.6.4 Meas: W

8.1.10.2. Inbound Documentation

8.1.10.2.1. Identify basic facts and terms pertaining to inchecking and warehousing shipments utilizing Bills of Lading/TCMD. STS: 11.5 Meas: W

8.1.10.3. Discrepancies

8.1.10.3.1. Given appropriate technical references, equipment, and shipment information, prepares Transportation Discrepancy Reports, IAW progress checklist X-3a. STS: 11.4.6 Meas: PC/W

8.1.10.3.2. Identify basic facts pertaining to Intransit visibility/shipment tracing procedures. STS: 11.8
Meas: W

8.1.10.4 Warehousing and Carrier's Equipment

8.1.10.4.1 Working as a member of a group and given appropriate technical references, equipment and shipment information, perform in-checking and warehousing shipments utilizing Bills of Lading/TCMD IAW progress checklist X-5a. STS: 11.5 Meas: PC

8.1.10.4.2 Given appropriate technical references, equipment and cargo perform blocking and bracing of carrier's equipment IAW progress checklist X-5b. STS: 11.6.4 Meas: PC

8.1.10.4.3 Given appropriate technical references, MHE and cargo, load carrier's equipment IAW progress checklist X-5c. STS: 11.6.3 Meas: PC

8.2. Advanced Skill Course (Seven Level):

8.2.1. Passenger Concepts

8.2.1.1. Given necessary references, determine passenger travel management practices IAW progress checklist I-2a. STS 13.1.1

8.2.1.2. Determine passenger individually billed account/centrally billed account reconciliation practices. STS 13.1.2

8.2.1.3. Given necessary references, determine passenger reports associated with GATES IAW progress checklist I-2c. STS 13.6.5

8.2.2. Personal Property Concepts

8.2.2.1. Given necessary references, identify procedures, associated with Personal Property processes IAW progress checklist I-3a. STS 13.1.3

8.2.2.2. Given necessary references, identify management reports associated with Transportation Operational Personal Property Shipping System (TOPS) IAW progress checklist I-3b. STS 13.6.2

8.2.3. Second Destination Funding

8.2.3.1. Given necessary references identify the principles of Second Destination Transportation funding responsibilities for Lateral support shipments IAW progress checklist I-4a. STS 13.2.3.1

8.2.3.2. Given necessary references identify the principles of Second Destination Transportation funding responsibilities for over-ocean transportation IAW progress checklist I-4b. STS 13.2.3.2

8.2.3.3. Given necessary references identify the principles of Second Destination Transportation funding responsibilities for CONUS transportation IAW progress checklist I-4c. STS 13.2.3.3

8.2.3.4. Given necessary references identify the principles of Second Destination Transportation funding responsibilities for repairables to depot IAW progress checklist I-4d. STS 13.2.3.4

8.2.3.5. Determine Second Destination Transportation funding responsibilities for IMPAC purchase cargo in the DTS. STS 13.2.3.5

8.2.3.6. Determine Second Destination Transportation funding responsibilities for reimbursable property. STS 13.2.2

8.2.3.7. Given necessary references identify the principles of Second Destination Transportation funding responsibilities for transportation account code (TAC) IAW progress checklist I-4g. STS 13.2.1

8.2.4. Budgeting Process

8.2.4.1. Determine the budgeting process and the programmed objective memorandum (POM). STS 13.5

8.2.4.2. Working as a member of a group with given scenarios and the necessary references, determine the budgeting process; then, establish and justify an out-year forecast and maintenance of the current budget for temporary duty (TDY), supplies, commercial transportation and operational requirements (O&M) IAW progress checklist I-5b. STS 13.4.

8.2.5. Deployment and IDS Processes

8.2.5.1. Given scenarios and necessary references, determine processes and procedures in the Cargo Deployment Function IAW progress checklist I-6a. STS 13.3.1

8.2.5.2. Given scenarios and necessary references, determine processes and procedures in the Personnel Deployment Function IAW progress checklist I-6b. STS 13.3.2

8.2.5.3. Identify the facts and principles of the Integrated Deployment System (IDS). STS 13.3.3

8.2.5.4. Given scenarios and necessary references, determine processes and procedures utilizing Global Transportation Network (GTN) IAW progress checklist I-6d. STS 13.6.3

8.2.6. Cargo Movements Operations Systems (CMOS)

8.2.6.1. Given appropriate technical references, information, equipment and scenarios view and analyze CMOS reports IAW progress checklist I-7a. STS 13.6.1

8.2.6.2. Given appropriate technical references, information, equipment and scenarios view and analyze Power Track reports IAW progress checklist I-7b. STS 13.6.4

8.2.7. Training Concepts

8.2.7.1. Identify the facts and principles of the CFETP. STS 13.7.1

8.2.7.2. Identify the facts and principles of the proficiency codes. STS 13.7.3

8.2.7.3. Identify the facts and principles of the STS. STS 13.7.2

Section C - Support Material

9. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

10. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

11. Air Force In-Residence Courses.

| <u>COURSE NUMBER</u> | <u>TITLE</u> | <u>LOCATION</u> | <u>USER</u> |
|-----------------------------|------------------------------------|------------------------|--------------------|
| L3ABR2T031-003 | Traffic Management Apprentice | Lackland AFB, TX | AF |
| L3ACR2T071-004 | Traffic Management Craftsman | Lackland AFB, TX | AF |
| L3AZR2T051-006 | Trans Combat Readiness & Resources | Lackland AFB, TX | AF |
| L3AZR2T000-005 | Hazardous Mat Preparer (Initial) | Lackland AFB, TX | DOD |
| L3AZR2T000-007 | CMOS System Administrator | Lackland AFB, TX | AF |
| L4AZT2T000-005 | Hazardous Mat Preparer (Initial) | Mobile Training | DOD |

| | | | |
|----------------|---|------------------|----|
| L5AZA2T051-000 | Joint Personal Property | Ft Eustis, VA | AF |
| L5AZA2T051-001 | Defense Basic Preservation Packing | Aberdeen, MD | AF |
| L5AZA2T051-002 | Defense Adv Preservation and Packing | Aberdeen, MD | AF |
| L5AZA2T051-005 | Defense Basic Preservation and Packing | Aberdeen, MD | AF |
| L5AZA2T051-006 | Defense Packaging of Hazardous Materials for Transportation | Aberdeen, MD | AF |
| L5AZA2T071-001 | Defense Packaging & Unitization | Aberdeen, MD | AF |
| L5AZA2T051-001 | Basic Joint Personal Property | Ft Eustis, VA | AF |
| L5AZA2T051-004 | Military Standard Transportation and Movement Procedures | Ft Eustis, VA | AF |
| L5AZA2T051-019 | Installation Traffic Management | Ft Eustis, VA | AF |
| L5AZA2T051-003 | Passenger Travel Specialist | Ft Eustis, VA | AF |
| L5OZN21T3-006 | Transportation & Storage of Hazardous Materials | Athens, GA | AF |
| L5OZB24T3-001 | Defense Packaging Design (USA) | Mobile Training | AF |
| L5AZN2T051-001 | Transportation & Storage of Hazardous Materials (Refresher) | Athens, GA | AF |
| L5AZN2T051-000 | Personal Property Traffic Management | Athens, GA | AF |
| L5AZN2T051-002 | MILSTAMP, and Over, Short, and Damaged Procedures | Athens, GA | AF |
| L5AZN2T051-003 | Shiploading and Storage | Athens, GA | AF |
| J3AIR3S200-002 | Principles of Instruction | Sheppard AFB, TX | AF |

12. Extension Course Institute (ECI) Courses

| <u>COURSE NUMBER</u> | <u>TITLE</u> | <u>LOCATION</u> | <u>USER</u> |
|----------------------|-------------------------------|------------------|-------------|
| CDC 2T051 | Traffic Management Journeyman | Lackland AFB, TX | AF |
| CDC 2T071 | Traffic Management Craftsman | Lackland AFB, TX | AF |

13. Exportable Courses

| <u>COURSE NUMBER</u> | <u>TITLE</u> | <u>LOCATION</u> | <u>USER</u> |
|----------------------|------------------------------------|------------------|-------------|
| L6AZS2T000-000 | Hazardous Mat Inspector (Initial) | Lackland AFB, TX | AF |
| L6AZS2T000-001 | Hazardous Mat Preparer (Refresher) | Lackland AFB, TX | AF |

14. Courses Under Development/Revision

| <u>COURSE NUMBER</u> | <u>TITLE</u> | <u>LOCATION</u> | <u>USER</u> |
|----------------------|------------------------------------|------------------|-------------|
| L6AZS2T251-000 | Trans Combat Readiness & Resources | Lackland AFB, TX | AF |

Section E - MAJCOM Unique Requirements

“There are currently no MAJCOM unique requirements. This area is reserved.”

| | | |
|---|--------------------|--|
| Name Of Trainee | | |
| Printed Name (<i>Last, First, Middle Initial</i>) | Initials (Written) | SSAN |
| Printed Name Of Trainer and Certifier And Their Written Initials | | |
| <i>N/I</i> | <i>N/I</i> | |
| <i>N/I</i> | <i>N/I</i> | |
| <i>N/I</i> | <i>N/I</i> | |
| <i>N/I</i> | <i>N/I</i> | |
| <i>N/I</i> | <i>N/I</i> | |
| <i>N/I</i> | <i>N/I</i> | |
| Attachment 1, Proficiency Code Key | | |
| | Scale Value | Definition: The individual |
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED) |
| | 2 | Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT) |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT) |
| | 4 | Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT) |
| *Task Knowledge Levels | a | Can name parts, tools, and simple facts about the task. (NOMENCLATURE) |
| | b | Can determine step-by-step procedures for doing the task. (PROCEDURES) |
| | c | Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES) |
| | d | Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY) |
| **Subject Knowledge Levels | A | Can identify basic facts and terms about the subject. (FACTS) |
| | B | Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES) |
| | C | Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS) |
| | D | Can evaluate conditions and make proper decisions about the subject. (EVALUATION) |
| Explanations for code key * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in course columns to show that training required but not given due to limitations in resources. / This mark is used in course columns. Proficiency codes before the / show desired level of training but not available until resources are obtained. The proficiency code after the / shows the level of training provided until resources are available. Explanations for Core/Wartime Tasks (Column 2) An asterisk "*" identifies a wartime task that is taught in technical school when classes are accelerated in a wartime environment 5 Identifies minimum mandatory core tasks necessary for upgrade to the 5 skill level. 7 Identifies minimum mandatory core tasks necessary for upgrade to the 7 skill level. Shaded areas in Columns A, B, C, D, and E are headers and NOT actual tasks to be initialed or trained on | | |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 1. Career Path TR: AFMAN 36-2108 | | | | | | | A | - | - | - | - | - |
| 2. Information Warfare/OPSEC Vulnerabilities of AFSC 2T0X1 TR: AFI 10-1101, AFI 31-401 | * | | | | | | A | - | - | B | - | - |
| 3. AF Occupational Safety and Health (AFOSH) Program | | | | | | | | | | | | |
| 3.1. Hazards of AFSC 2T0X1 TR: AFOSH STDs 48-1, 48-8, 91-31, 91-46, 91-66, AFI 31-401 | *5 | | | | | | A | - | - | B | - | - |
| 3.2 Use safety practices when operating | | | | | | | | | | | | |
| 3.2.1. Saws TR: AFOSH STDs 91-22, 91-31, 91-66 | *5 | | | | | | 2b | - | - | b | - | - |
| 3.2.2. Materiel handling equipment (MHE) TR: AFOSH STD 91-46, 91-66 | *5 | | | | | | 2b | - | - | b | - | - |
| 3.2.3. Hand tools TR: AFOSH STD 91-46, 91-66 | *5 | | | | | | 2b | - | - | b | - | - |
| 3.3. Accident prevention TR: AFI 91-202 | | | | | | | A | - | - | B | - | B |
| 3.4. Initiate accident reports TR: AFI 91-204 | | | | | | | - | - | - | b | - | b |
| 3.5. Environmental compliance TR: AFIs 91-302, 32-7002, applicable AFOSH Standards | | | | | | | A | | | B | | B |
| 3.5.1 Initial federal hazard communication training | | | | | | | | - | - | - | - | - |
| 3.5.2 Hazardous waste management | | | | | | | | - | - | - | - | - |
| 3.5.3 Pollution prevention | | | | | | | | - | - | - | - | - |
| 3.5.4 Waste minimization | | | | | | | | - | - | - | - | - |
| 3.5.5 Hazardous material management | | | | | | | | - | - | - | - | - |
| 4. Training TR: AFI 36-2201 | | | | | | | | | | | | |
| 4.1. Training concepts | | | | | | | | | | | | |
| 4.1.1. OJT | | | | | | | - | - | - | B | - | - |
| 4.1.2. Upgrade training | | | | | | | - | - | - | B | - | - |
| 4.1.3. Training records | | | | | | | - | - | - | B | - | - |
| 4.1.4. Trainee responsibilities | | | | | | | - | - | - | B | - | - |
| 4.1.5. Career Development Courses | | | | | | | - | - | - | B | - | - |
| 4.2. Evaluate personnel to determine need for training | | | | | | | - | - | - | - | - | b |
| 4.3. Plan, conduct and supervise OJT | | | | | | | | | | | | |
| 4.3.1. Prepare job continuation sheet | | | | | | | - | - | - | - | - | b |
| 4.3.2. Prepare job qualification standards | | | | | | | - | - | - | - | - | - |
| 4.3.3. Conduct training | | | | | | | - | - | - | - | - | - |
| 4.3.4. Counsel trainees on their progress | | | | | | | - | - | - | - | - | b |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 4.3.5. Monitor effectiveness of training | | | | | | | | | | | | |
| 4.3.5.1. Career knowledge upgrade training | | | | | | | - | - | - | - | - | b |
| 4.3.5.2. Job proficiency upgrade | | | | | | | - | - | - | - | - | b |
| 4.3.5.3. Qualification training | | | | | | | - | - | - | - | - | b |
| 4.4. Maintain training records | 7 | | | | | | - | - | - | - | - | b |
| 4.5. Evaluate effectiveness of training programs | | | | | | | - | - | - | - | - | b |
| 4.6. Recommend personnel for training TR: AFI 36-2101, AFMAN 36-2108 | | | | | | | - | - | - | - | - | b |
| 4.7. USAF Graduate Evaluation Program | | | | | | | | | | | | |
| 4.7.1. Training Evaluation Report (TER) | | | | | | | - | - | - | - | - | B |
| 4.7.2. Training Quality Report (TQR) | | | | | | | - | - | - | - | - | B |
| 5. Supervision | | | | | | | | | | | | |
| 5.1 Orient new personnel TR: AFI 36-2201, 36-2618, AFMAN 36-2108, 36-2236 | | | | | | | - | - | - | - | - | b |
| 5.2. Establish work methods, controls, and performance standards TR: AFI 36-2201, AFI 36-2618 | | | | | | | - | - | - | - | - | b |
| 5.3. Prepare organizational and functional charts TR: AFI 36-2201, AFMAN 36-2108 | | | | | | | - | - | - | - | - | b |
| 5.4. Assign work to subordinates TR: AFI 36-2201, AFI 36-2618 | | | | | | | - | - | - | - | - | b |
| 5.5. Maintain follow-up to ensure schedules and objectives are met TR: AFI 23-205, AFMAN 36-2108, AFI 63-501 | | | | | | | - | - | - | - | - | b |
| 5.6. Review transportation documentation and correspondence prepared by subordinate personnel TR: AF Publications in 24- series, DOD 4500.9R, Parts I-IV, JFTR (Vol 1), JTR (Vol 2), Personal Property Consignment Instruction Publications | 7 | | | | | | - | - | - | - | - | b |
| 5.7. Justify personnel and equipment TR: AFI 38-201, 38-202, 38-203, 38-204, TAs 006, 009, 012, 016, 403, 874 | | | | | | | - | - | - | - | - | b |
| 5.8. Plan and schedule work assignments and priorities TR: AFI 36-2201, AFMAN 36-2108, AFI 36-2618 | | | | | | | - | - | - | - | - | b |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 5.9. Evaluate work performance of subordinate personnel TR: AFI 36-1001, 36-2201, 36-2406, 36-2503, 36-2907, 36-3208, 36-2618 | | | | | | | - | - | - | - | - | b |
| 5.10. Resolve technical transportation problems encountered by subordinates TR: AF Publications in 24-series, DOD 4500.9R, DOD 4515.13R, JFTR (Vol 1), JTR (Vol 2), Commercial transportation publications, AFPAM 36-2922 | 7 | | | | | | - | - | - | - | - | b |
| 5.11. Counsel personnel and resolve individual problems TR: AFI 36-2618, 36-2201, AFPAM 36-2922 | 7 | | | | | | - | - | - | - | - | b |
| 5.12. Initiate action to correct substandard performance TR: AFI 36-2503, AFI 36-2907 | | | | | | | - | - | - | - | - | - |
| 6. General Transportation Requirements | | | | | | | | | | | | |
| 6.1. Deployment operations TR: AFI 10-403, DOD 4500.9R, Part III | *5 | | | | | | A | - | - | B | - | - |
| 6.2. Customer service TR: AFI 24-101, AFI 24-201, AFI 24-202, AFI 24-501, DOD 4500.9R | | | | | | | A | - | - | - | - | - |
| 6.3. Controlling accountable forms TR: AFI 37-161, DOD 4500.9R | *5 | | | | | | a | - | - | b | - | - |
| 7. Automated data systems TR: Applicable user manuals | | | | | | | | | | | | |
| 7.1. Operate Transportation Operational Personal Property Standard Systems (TOPS) | 5 | | | | | | 2b | - | - | b | - | - |
| 7.2 Operate Cargo Movement Operations System (CMOS) | *5 | | | | | | 2b | - | - | b | - | - |
| 7.3 Global Transportation Network (GTN) | | | | | | | - | - | - | B | - | B |
| 7.4. PowerTrack | | | | | | | A | - | - | B | - | B |
| 7.5. Operate Global Airlift Transportation Execution System (GATES) for passenger reservations | * | | | | | | 2b/b | - | - | b | - | b |
| 8. Publications | | | | | | | | | | | | |
| 8.1. Use automated indexes to identify transportation publications and forms TR: Air Force Master Catalog | | | | | | | - | - | - | b | - | - |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|--|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 8.2. Identify use of publications to locate procedures, instructions, information, and technical orders pertinent to transportation TR: e.g., AFI 37-138, Publications in the 24- series, DOD 4500.9R, DOD 4515.13R, JFTR (Vol 1), JTR (Vol 2), Personal Property Consignment Instruction Guides (PPCIG), Special Packaging Instructions, TOs 00-85B-31, 00-85-20. | *5 | | | | | | A | - | - | B | - | - |
| 9. Passenger travel TR: DOD 4500.9R Part I, AFI 24-101 | | | | | | | | | | | | |
| 9.1. Determine and brief passenger movement entitlements TR: JFTR (Vol 1), JTR (Vol 2) | *5 | | | | | | 2b | - | - | b | - | - |
| 9.2. Determine mode(s), routing, and cost for passenger travel TR: JFTR (Vol 1), JTR (Vol 2), Federal Travel Directory, Terminal Facilities Guide (TFG), GSA City Pair, AMC Sequence Channel listing | *5 | | | | | | 2b | - | - | b | - | - |
| 9.3. Arrange travel for eligible individuals, groups, and human remains TR: DOD 4500.9 Part I | * | | | | | | 2b | - | - | b | - | - |
| 9.4. Quality assurance of CTO agencies TR: CTO Contract, Federal Travel Directory | | | | | | | A | - | - | B | - | - |
| 9.5. Commercial Travel Office (CTO) functions TR: CTO Contract | | | | | | | A | - | - | B | - | - |
| 9.6. Emergency leave travel TR: AFI 36-3003, JFTR (Vol 1), JTR (Vol 2) | *5 | | | | | | A | - | - | B | - | - |
| 9.7. Travel documents TR: DOD 4500.9R Part I, AFI 21-101 | | | | | | | | | | | | |
| 9.7.1. Government Transportation Requests (SF 1169), Centrally Billed Account, Individually Billed Account | | | | | | | A | - | - | B | - | - |
| 9.7.2. Annotate unique control number on travel orders TR: AFD 24-1 | *5 | | | | | | 2b | - | - | b | - | - |
| 9.7.3. Pay adjustment documents for cost charge travel TR: AFD 24-1 | | | | | | | - | - | - | B | - | - |
| 9.7.4. Document (i.e., DD Form 730) Receipt of Unused Transportation Requests and/or Tickets | | | | | | | 2b | - | - | B | - | - |
| 9.8. Circuitous travel requests | | | | | | | A | - | - | B | - | - |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 9.9. Travel orders TR: AFI 37-128, AFI 65-103 | | | | | | | A | - | - | B | - | - |
| 10. Personal property | | | | | | | | | | | | |
| 10.1. Determine personal property movement entitlements TR: JFTR (Vol 1) JTR (Vol 2), Air Force Supplement/JFTR Vol 1 and JTR Vol 2, DOD 4500-9R, Part IV | | | | | | | | | | | | |
| 10.1.1. Household goods TR: PPCIG (Vols 1 and 2) | 5 | | | | | | 2b | - | - | b | - | - |
| 10.1.2. Unaccompanied baggage TR: PPCIG (Vols 1 and 2) | 5 | | | | | | 2b | - | - | b | - | - |
| 10.1.3. Professional books, papers, and equipment TR: PPCIG (Vols 1 and 2) | 5 | | | | | | 2b | - | - | b | - | - |
| 10.1.4. Mobile homes TR: AFJAM 24-225 | | | | | | | a | - | - | b | - | - |
| 10.1.5. Shipment/Storage of Privately-owned vehicles TR:, PPCIG (Vols 1 and 2) | | | | | | | a | - | - | b | - | - |
| 10.1.6 Motorcycles TR: PPCIG (Vols 2) | | | | | | | a | - | - | b | - | - |
| 10.1.7. Boats TR: PPCIG (Vols 1 and 2) | | | | | | | a | - | - | b | - | - |
| 10.1.8. Privately-owned firearms TR: PPCIG (Vols 1 and 2), AFI 21-101 | | | | | | | 2b | - | - | b | - | - |
| 10.1.9. Self-procured/performed move TR: AFI 24-501 | 5 | | | | | | 2b | - | - | b | - | - |
| 10.1.10. Dependents and eligible heirs of deceased personnel | 7 | | | | | | a | - | - | b | - | - |
| 10.1.11. Unauthorized items | | | | | | | 2b | - | - | b | - | - |
| 10.1.12. Liability for loss or damage TR: DD Form 1797 | | | | | | | 2b | - | - | b | - | - |
| 10.1.13. Determine customs requirements TR: DOD 4500.9R Part V, PPCIG (Vol 2), AFD 24-4 | | | | | | | 2b | - | - | b | - | - |
| 10.1.14. Nontemporary Storage (NTS) TR: AFJI 24-231 | 5 | | | | | | 2b | - | - | b | - | - |
| 10.1.15. Storage-in-transit (SIT) | 5 | | | | | | 2b | - | - | b | - | - |
| 10.2. Personal property movement arrangements TR: DOD 4500.9R Part IV | | | | | | | | | | | | |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 10.2.1. Determine mode/code and cost of personal property movements using carrier tariffs, government rate printouts, and the required delivery date TR: PPCIG (Vols 1 and 2), MTMC Code/Mode Guide, Personal Property Rate Solicitation, MTMC Volume Rate Printout (VRP), Defense Table of Official Distances (DTOD) | | | | | | | 2b | - | - | b | - | - |
| 10.2.2. Determine disposition of incoming personal property shipments | 5 | | | | | | 2b | - | - | b | - | - |
| 10.3. Personal property transportation documents TR: DOD 4500.9R, Part IV | | | | | | | | | | | | |
| 10.3.1 Prepare bills of lading | | | | | | | 2b | - | - | b | - | - |
| 10.3.2. Prepare bills of lading correction notice | | | | | | | 2b | - | - | b | - | - |
| 10.3.3. Prepare service orders | | | | | | | 2b | - | - | b | - | - |
| 10.3.4. Prepare purchase orders TR: AFI 64-109 | | | | | | | - | - | - | b | - | - |
| 10.3.5. Determine excess shipment costs/prepare pay adjustment documents TR: JFTR (Vol 1), JTR (Vol 2), Air Force Supplement/ JFTR (Vol 1) and JTR (Vol 2), MTMC Code/Mode Guide, DTOD, Personal Property Rate Solicitation, Channel Sequence Listing | | | | | | | a | - | - | b | - | - |
| 10.3.6. Excess transportation costs rebuttals/remittance TR: JFTR (Vol 1), JTR (Vol 2), Air Force Supplement/ JFTR (Vol 1) and JTR (Vol 2) | | | | | | | - | - | - | B | - | - |
| 10.3.7. Reweigh documents | | | | | | | A | - | - | B | - | - |
| 10.3.8. Prepare applications for shipments | | | | | | | 2b | - | - | b | - | - |
| 10.3.9. Automated registers such as bills of lading TR: TOPS Manuals | | | | | | | A | - | - | B | - | - |
| 10.3.10. Prepare Advance Transportation Control and Movement Document (TCMD) | | | | | | | 2b | - | - | b | - | - |
| 10.3.11. Contractor invoices for services performed | | | | | | | A | - | - | B | - | - |
| 10.3.12. DD Form 788, Shipment of Privately Owned Vehicle | | | | | | | A | - | - | B | - | - |
| 10.4. Personal property shipments and carrier facilities TR: DOD 4500.9R, Part IV, AFJI 24-232 | | | | | | | | | | | | |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|--|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 10.4.1. Personal property shipment inspections to ensure proper packing, marking, containerization, inventory, and unpacking TR: MIL-STD 129 | | | | | | | A | - | - | B | - | - |
| 10.4.2. Weighing/reweighing procedures of personal property shipments | | | | | | | A | - | - | B | - | - |
| 10.4.3. Carrier performance files | | | | | | | A | - | - | B | - | - |
| 10.4.4. Shipment inspection/evaluation records | | | | | | | A | - | - | B | - | - |
| 10.4.5. Carrier's warehouse and storage facilities and equipment | | | | | | | A | - | - | B | - | - |
| 10.4.6. Personal property carrier performance evaluations | | | | | | | A | - | - | B | - | - |
| 10.5 Counsel personal property movement entitlements TR: JFTR (Vol 1) JTR (Vol 2), Air Force Supplement/JFTR Vol 1 and JTR Vol 2, DOD 4500-9R, Part IV | | | | | | | 2b | - | - | - | - | - |
| 11. Cargo Movement | | | | | | | | | | | | |
| 11.1 Shipment planning TR: DOD 4500.9R Part II | | | | | | | | | | | | |
| 11.1.1. Uniform Material Movement and Issue Priority System (UMMIPS), Required Delivery Date (RDD), Project Codes TR: AFI 24-201 | *5 | | | | | | A | - | - | B | - | - |
| 11.1.2. Receive items for shipment TR: AFI 24-201, AFI 24-202 | *5 | | | | | | 2b | - | - | b | - | - |
| 11.1.3. Classify military equipment and materiel for movement TR: Carriers' Classification and Rate Tariffs, NMFC, UFC | | | | | | | 2b | - | - | b | - | - |
| 11.1.4. Determine freight charges TR: Carriers' Classification and Rate Tariffs, NMFC, UFC, Channel Sequence Listing | | | | | | | 2b | - | - | b | - | - |
| 11.1.5. Consolidate shipments TR: Carriers Classification and Rate Tariffs, AFI 24-201, AFI 24-202 | *5 | | | | | | 2b | - | - | b | - | - |
| 11.1.6. Modes of shipment TR: AFI 24-2, AFI 24-201 | *5 | | | | | | A | - | - | B | - | - |
| 11.1.7. Freight shipments routing TR: AFI 24-201 | | | | | | | | | | | | |
| 11.1.7.1. Determine routing requirements | *5 | | | | | | 2b | - | - | b | - | - |
| 11.1.7.2. Determine security requirements | *5 | | | | | | 2b | - | - | b | - | - |

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| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 11.1.7.3. Requirement for route orders | | | | | | | A | - | - | B | - | - |
| 11.1.7.4. Safe haven/refuge | *7 | | | | | | A | - | - | B | - | B |
| 11.2. Preparation of property for shipment/storage TR: AFI 24-202, AFPAM 24-237, AFJMAN 24-206, DOD 4500.9R, Part II, MIL-STD 2073 | | | | | | | | | | | | |
| 11.2.1. Preservation principles, methods, levels, and barrier materials | *5 | | | | | | A | - | - | B | - | - |
| 11.2.2. Perform heat sealing TR: MIL-HDBK 263, MIL-STD 1686 | *5 | | | | | | 2b | - | - | b | - | - |
| 11.2.3. Packing items for shipment TR: AFI 24-202, DOD 4500.9R Part II; TO 00-85 series, Industrial Equipment Owner's Manual | | | | | | | | | | | | |
| 11.2.3.1. Container types and selection factors | *5 | | | | | | a | - | - | b | - | - |
| 11.2.3.2 Utilize cushion material | *5 | | | | | | 2b | - | - | b | - | - |
| 11.2.3.3. Block and brace | *5 | | | | | | a | - | - | b | - | - |
| 11.2.3.4. Foam-in-place packaging | | | | | | | a | - | - | b | - | - |
| 11.2.3.5. Band containers | *5 | | | | | | 2b | - | - | b | - | - |
| 11.2.3.6. Construct/fabricate containers | *5 | | | | | | 2b | - | - | b | - | - |
| 11.2.3.7. Determine cargo weight, cube, and center of balance | *5 | | | | | | 2b/x | - | - | b | - | - |
| 11.2.4. Operate saws TR: AFOSH 91-22, AFI 91-301, Equipment Operating Manuals | *5 | | | | | | 2b | - | - | b | - | - |
| 11.2.5. Pack, mark, label and apply packing lists to shipments TR: MIL-STD 129, DOD 4500.9R Part II | *5 | | | | | | 2b | - | - | b | - | - |
| 11.3. Special packaging/handling | | | | | | | | | | | | |
| 11.3.1. Hazardous material packaging/certification familiarization TR: AFJI 24-210, AFOSHSTD 48-8, AFJMAN 24-204, MIL-STD 129, Special Packaging Instructions, 49 CFR, Orange Book, IATA, ICAO, International Maritime Dangerous Goods Code | *5 | | | | | | A | - | - | B | - | - |
| 11.3.2. Sensitive/classified material | | | | | | | | | | | | |
| 11.3.2.1. Packaging and marking material TR: AFI 24-202, DOD 4500.9R, Part II, MIL-STD 129 | *5 | | | | | | A | - | - | b | - | - |

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| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 11.3.2.2. Prepare DD Form 1907, Signature and Tally Record TR: AFI 24-201, DOD 4500.9R, Part II, CMOS Manuals | *5 | | | | | | 2b | - | - | b | - | - |
| 11.3.2.3. DD Form 626, Motor Vehicle Inspection, and DD Form 836, Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles TR: AFI 24-201, DOD 4500.9R Part II, North American Emergency Response Guidebook | *5 | | | | | | A | - | - | B | - | - |
| 11.3.3. Package Electrostatic Discharge Sensitive (ESDS) items TR: MIL-STD 1686, MIL-HDBK 263, MIL-STD 129, | *5 | | | | | | 2b | - | - | b | - | - |
| 11.3.4. Utilize Special Packaging Instructions (SPI) TR: AFI 24-202 DOD 4500.9R Part II, AFPAM 24-237 | *5 | | | | | | 2b | - | - | b | - | - |
| 11.3.5. Conservation of reusable containers TR: AFI 24-202, DOD 4500.9R Part II, AFPAM 24-237 | | | | | | | A | - | - | B | - | - |
| 11.4. Prepare shipping documents and reports TR: DOD 4500.9R Part II, AFI 24-201 | | | | | | | | | | | | |
| 11.4.1. DD Form 1149, Requisition and Invoice/Shipping Document | *5 | | | | | | 2b | - | - | b | - | - |
| 11.4.2. Shipment planning work sheet (SPWS) | | | | | | | 2b | | | | | |
| 11.4.2.1. DD Form 1348-1A | *5 | | | | | | | - | - | b | - | - |
| 11.4.2.2. DD Form 1149 | *5 | | | | | | | - | - | b | - | - |
| 11.4.3. Military Shipment Label TR: MIL-STD 129, CMOS Manuals | *5 | | | | | | 2b | - | - | b | - | - |
| 11.4.4. Advance Transportation Control and Movement Document (TCMD) TR: CMOS Manuals | *5 | | | | | | 2b | - | - | b | - | - |
| 11.4.5. Bill of Lading TR: CMOS Manuals | *5 | | | | | | 2b | - | - | b | - | - |
| 11.4.6. Transportation discrepancy reports (DISREP) | | | | | | | 2b | - | - | b | - | - |
| 11.4.7. Report of Shipment (REPSHIP) | * | | | | | | 2b | - | - | b | - | - |
| 11.5. Incheck/warehousing shipments utilizing bills of lading/TCMD TR: AFI 24-201, DOD 4500.9R Part II | *5 | | | | | | 2b | - | - | b | - | - |
| 11.6. Loading/unloading operations TR: DOD 4500.9R, Part II, AFI 24-201 | | | | | | | | | | | | |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|--|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 11.6.1. Special equipment requirements TR: TFG, DOD 4500.9R, Part II | * | | | | | | A | - | - | B | - | - |
| 11.6.2. Operate materiel handling equipment TR: AFJMAN 24-306, Equipment Owner's Manual | *5 | | | | | | 2b | - | - | b | - | - |
| 11.6.3. Load carrier's equipment TR: DOD 4500.9R, Part II | *5 | | | | | | 2b | - | - | b | - | - |
| 11.6.4. Perform Blocking and bracing procedures TR: TO 00-85 series | *5 | | | | | | 2b | - | - | b | - | - |
| 11.7. Freight shipment records TR: DOD 4500.9R Part II, CMOS Manual, AFI 24-201 | | | | | | | | | | | | |
| 11.7.1. Obligation authority | | | | | | | - | - | - | B | - | B |
| 11.7.2. Tonnage Distribution Record | | | | | | | - | - | - | B | - | - |
| 11.7.3. Maintain shipment files, registers, and logs TR: AFI 24-201 | *5 | | | | | | 2b | - | - | b | - | - |
| 11.7.4. Carrier performance program | | | | | | | - | - | - | B | - | - |
| 11.8. Intransit Visibility (ITV) Shipment tracing TR: AFI 24-201, DOD 4500.9R Parts II and IV, CMOS, GTN, & GATES Manuals | *5 | | | | | | A | - | - | B | - | - |
| 11.9. Transportation support to Contracting TR: AFI 24-201, DOD 4500.9R, Part I | 7 | | | | | | - | - | - | A | - | B |
| 12. Supervise traffic management personnel in the issuance/oversight of | | | | | | | | | | | | |
| 12.1. Passenger Travel TR: DOD 4500.9R Part I, AFI 24-101 | | | | | | | | | | | | |
| 12.1.1. Individually Billed Account/Centrally Billed Account Reconciliation, Government Transportation Request | | | | | | | - | - | - | - | - | b |
| 12.1.2. Unique control number to travel orders | | | | | | | - | - | - | - | - | b |
| 12.1.3. Pay Adjustment Authorization (DD Form 139) | | | | | | | - | - | - | - | - | b |
| 12.1.4. Cash Collection Voucher (DD Form 1131) | | | | | | | - | - | - | - | - | b |
| 12.1.5. Receipts for unused transportation documents (DD Form 730) | | | | | | | - | - | - | - | - | b |
| 12.1.6. Arranging group travel | | | | | | | - | - | - | - | - | b |
| 12.1.7. Responsibilities for passenger travel via government and/or commercial carriers TR: DOD 4500.9R Part V, JFTR (Vol 1) and JTR (Vol 2) | | | | | | | - | - | - | - | - | b |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|--|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 12.1.8. Emergency leave travel TR: JFTR (Vol 1), JTR (Vol 2) | | | | | | | - | - | - | - | - | b |
| 12.1.9. Circuitous travel request | | | | | | | - | - | - | - | - | b |
| 12.1.10. Human remains | | | | | | | - | - | - | - | - | b |
| 12.2. Transportation Entitlements TR: DOD 4500.9 Part IV | | | | | | | | | | | | |
| 12.2.1. Service Order for Personal Property (DD Form 1164) | | | | | | | - | - | - | - | - | b |
| 12.2.2. Purchase orders | | | | | | | - | - | - | - | - | b |
| 12.2.3. Movement of personal property TR: AFI 24-501, JFTR (Vol 1), JTR (Vol 2), Air Force Supplement/JFTR (Vol 1) and JTR (Vol 2) | | | | | | | - | - | - | - | - | b |
| 12.2.4. Excess transportation cost computations/rebuttals TR: JFTR (Vol 1), JTR (Vol 2), Air Force Supplement/ JFTR (Vol 1) and JTR (Vol 2), Defense Table of Distances (DTOD), MTMC Volume Rate Printout (VRP), Domestic & International Rate Solicitation Guides | 7 | | | | | | - | - | - | - | - | b |
| 12.2.5. Reweigh procedures TR: DOD 4500.9R Part IV | | | | | | | - | - | - | - | - | b |
| 12.2.6. Interpret directives, policies, and tariffs to determine personal property transportation costs TR: DOD 4500.9R Part IV | 7 | | | | | | - | - | - | - | - | b |
| 12.2.7. Evaluate, monitor, and enforce quality of personal property carrier/contractor performance and services | | | | | | | - | - | - | - | - | b |
| 12.2.8. Movement of privately owned firearms TR: DOD 4500.9R Part V | | | | | | | - | - | - | - | - | b |
| 12.2.9 Personal Property Entitlement TR: JFTR (Vol 1), JTR (Vol 2), Air Force Supplement/JFTR (Vol 1) and JTR (Vol 2) | | | | | | | | | | | | |
| 12.2.9.1. Professional Books, Papers, and Equipment (PBP&E) TR: AFI 24-501 | | | | | | | - | - | - | - | - | b |
| 12.2.9.2. Mobile homes TR: PPCIG Vol 1, DOD 4500.9R Part IV | | | | | | | - | - | - | - | - | b |
| 12.2.9.3. Privately owned vehicles TR: DOD 4500.9R Part IV | | | | | | | - | - | - | - | - | b |
| 12.2.9.4. Motorcycles | | | | | | | - | - | - | - | - | b |
| 12.2.9.5. Storage of personal property TR: AFI 24-501 | | | | | | | - | - | - | - | - | b |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|--|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 12.2.9.6. Personal property carrier liability for loss and/or damage TR: AFI 51-502, DOD 4500.9R Part IV | | | | | | | - | - | - | - | - | B |
| 12.2.9.7. Self-procured/performed moves TR: AFI 24-501 | | | | | | | - | - | - | - | - | B |
| 12.2.9.8. Boat shipments TR: AFI 24-501, DOD 4500.9R Part IV | | | | | | | - | - | - | - | - | b |
| 12.2.9.9. Unauthorized items TR: DOD 4500.9R, Part IV, Air Force Supplement/JFTR (Vol I) and JTR Vol 2 | | | | | | | - | - | - | - | - | B |
| 12.3 Cargo Movement TR: DOD 4500.9R Part II | | | | | | | | | | | | |
| 12.3.1. Preparation of Freight documentation TR: AFI 24-201 | | | | | | | - | - | - | - | - | b |
| 12.3.2. Shipment planning work sheet (DD Form 1149, DD Form 1348-1A) TR: AFI 24-201 | | | | | | | - | - | - | - | - | b |
| 12.3.3. Dangerous Goods Certification TR: AFJMAN 24-204, 49 Code of Federal Regulations (CFR), Orange Book-United Nations Transport of Dangerous Goods, International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), International Maritime Dangerous Goods Code (IMDG) | | | | | | | - | - | - | - | - | b |
| 12.3.4. Preparation and handling of hazardous cargo TR: AFJMAN 24-204, 49 CFR, Orange Book, IATA, ICAO, IMDG, North American Emergency Response Guide | 7 | | | | | | - | - | - | - | - | b |
| 12.3.5. Signature and Tally Record (DD Form 1907) TR: AFI 24-201 | | | | | | | - | - | - | - | - | b |
| 12.3.6. Report of Shipment (REPSHIP) TR: AFI 24-201 | | | | | | | - | - | - | - | - | b |
| 12.3.7. DD Form 626 and DD Form 836 TR: AFI 24-201 | | | | | | | - | - | - | - | - | b |
| 12.3.8. Routing/Classification and movement of freight TR: NMFC, UFC | | | | | | | - | - | - | - | - | b |
| 12.3.9. Priority freight movements | | | | | | | - | - | - | - | - | b |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 12.3.10. Determine quantity, condition, and proper preparation of shipments for movement (e.g., packing, crating, marking, tagging, and labeling) TR: AFI 24-201, AFI 24-202, AFJMAN 24-204, MIL-STD 129, TO 00-85 series | 7 | | | | | | - | - | - | - | - | b |
| 12.3.11. Determine/select/inspect commercial equipment to meet transportation requirements | 7 | | | | | | - | - | - | - | - | b |
| 12.3.12. Shipment discrepancies (Report of Survey and DISREP) TR: AFI 24-201 | | | | | | | - | - | - | - | - | b |
| 12.3.13. Transportation billing procedures TR: DOD 4500.9R Part II | 7 | | | | | | - | - | - | - | - | b |
| 12.4. General Transportation | | | | | | | | | | | | |
| 12.4.1. Transportation Information Systems (CMOS, TOPS, GTN, GATES, Powertrack) TR: User manuals | | | | | | | - | - | - | - | - | b |
| 12.4.2. Resolve problems concerning complex or emergency routing conditions TR: AFI 24-101, AFI 24-201, DOD 4500.9R; JFTR (Vol 1), JTR (Vol 2) | 7 | | | | | | - | - | - | - | - | b |
| 12.4.3. Customs requirements for movement of personal property, passengers and cargo. TR: AFI s 24-401, 402, 403, 404, DOD 4500.9R Part I, II, IV, V, PPCIG (Vol 2), Foreign Clearance Guide | | | | | | | - | - | - | - | - | b |
| 12.4.4. Bills of lading TR: AFI 24-201, DOD 4500.9R, Parts II and IV | | | | | | | - | - | - | - | - | b |
| 12.5. Deployment operations | | | | | | | | | | | | |
| 12.5.1. Transportation Planning and Systems TR: AFMAN 10-401, DOD 4500.9R, Part III, AFI 10-201, AFI 36-6023 | | | | | | | | | | | | |
| 12.5.1.1. Operations plans | | | | | | | - | - | - | - | - | b |
| 12.5.1.2. Concept plans | | | | | | | - | - | - | - | - | b |
| 12.5.1.3. Time-Phased Force and Deployment Data (TPFDD) | | | | | | | - | - | - | - | - | b |
| 12.5.1.4. Status of Resources and Training System (SORTS) | | | | | | | - | - | - | - | - | b |
| 12.5.1.5. Designed Operational Capability (DOC) Statement | | | | | | | - | - | - | - | - | b |
| 12.5.2. Concepts of Deployment Operations TR: AFI 10-403, DOD 4500.9R, Part III | | | | | | | | | | | | |
| 12.5.2.1. Traffic Management role | 7 | | | | | | - | - | - | - | - | b |

ATTACHMENT 2, STS 2T031/2T051/2T071

| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|--|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 12.5.2.2. Deployment work centers | 7 | | | | | | - | - | - | - | - | b |
| 12.5.2.3. Deployment training | 7 | | | | | | - | - | - | - | - | b |
| 12.6. Transportation Modes | | | | | | | | | | | | |
| 12.6.1. Identify airlift role TR: DOD 4515.13R | | | | | | | | | | | | |
| 12.6.1.1. Peacetime | | | | | | | - | - | - | - | - | b |
| 12.6.1.2. Wartime | | | | | | | - | - | - | - | - | b |
| 12.6.2. Identify operations of sealift TR: DOD 4500.9R part II | | | | | | | - | - | - | - | - | b |
| 12.6.3. Overland transportation within CONUS TR: DOD 4500.9R, Part II | | | | | | | - | - | - | - | - | b |
| 12.6.4. Civil Reserve Air Fleet (CRAF) TR: DOD 4500.9R, Part I | | | | | | | - | - | - | - | - | b |
| 12.7. Support Agreements TR: AFI 24-235 | | | | | | | | | | | | |
| 12.7.1. Host-Tenant Support Agreements | | | | | | | - | - | - | - | - | b |
| 12.7.2. Interservice Support Agreements | | | | | | | - | - | - | - | - | b |
| 12.7.3. Memorandum of Agreement and Memorandum of Understanding | | | | | | | - | - | - | - | - | b |
| 12.8. Peacetime/Wartime Manpower and Personnel Process TR: AFI 36-2101, AFI 36-2105, AFI 38-201, AFI 38-203, AFI 38-204, AFI 38-205, AFMAN 36-2108 | | | | | | | | | | | | |
| 12.8.1. Unit Manpower Document (UMD) | 7 | | | | | | - | - | - | - | - | b |
| 12.8.2. Unit Personnel Management Roster (UPMR) | 7 | | | | | | - | - | - | - | - | b |
| 12.8.3. ANG/ARC Manday support request | | | | | | | - | - | - | - | - | b |
| 12.8.4. READY Augmentation support | | | | | | | - | - | - | - | - | b |
| 12.9. Transportation Wartime Planning and Reception TR: AFMAN 10-401, DOD 4500.9R Part III | | | | | | | | | | | | |
| 12.9.1. Capabilities and mission | | | | | | | - | - | - | - | - | B |
| 12.9.2. Base Support Plans (BSP) | | | | | | | - | - | - | - | - | B |
| 12.9.3. War Reserve Material (WRM) | | | | | | | - | - | - | - | - | B |
| 12.10. Transportation Self-Inspection Program TR: AFI 90-201 | 7 | | | | | | - | - | - | - | - | b |
| 12.11. Transportation Awards TR: AFI 36-2818 | | | | | | | - | - | - | - | - | b |

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| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 12.12. Operations and Maintenance (O & M), Equipment, TDY | 7 | | | | | | - | - | - | - | - | b |
| 12.13. Unique Transportation functions | | | | | | | | | | | | |
| 12.13.1 Joint Personal Property Shipping Office | | | | | | | - | - | - | - | - | B |
| 12.13.2 Combat Logistics Support Squadron | | | | | | | - | - | - | - | - | B |
| 12.13.3. Enlisted Transportation Advisory Group | | | | | | | - | - | - | - | - | B |
| 12.13.4. Utilization & Training Workshop | | | | | | | - | - | - | - | - | B |
| 12.13.5. Water Port Liaison Office | | | | | | | - | - | - | - | - | B |
| 12.13.6. Airlift Clearance Authority | | | | | | | - | - | - | - | - | B |
| 13. BEHAVIORAL STATEMENTS FOR 7 LEVEL RESIDENT COURSE | | | | | | | | | | | | |
| 13.1. Determine Management Practices for the following: | | | | | | | | | | | | |
| 13.1.1 Passenger Travel (i.e., COT, Travel Hierarchy, GSA Contract City Pair) | | | | | | | - | - | - | - | 2b | - |
| 13.1.2 Individually Billed Account/Centrally Billed Account (IBA/CBA) Reconciliation | | | | | | | - | - | - | - | b | - |
| 13.1.3. Personal Property (i.e., excess cost rebuttals) | | | | | | | - | - | - | - | 2b | - |
| 13.2. Cargo Movement Funding | | | | | | | | | | | | |
| 13.2.1. Construct Transportation Account Codes (TAC) | | | | | | | - | - | - | - | 3c | - |
| 13.2.2. Reimbursable Processes (i.e. AF Form 616, MORD, MIPR) | | | | | | | - | - | - | - | b | - |
| 13.2.3. Determine Second Destination Transportation funding responsibilities for the following: | | | | | | | | | | | | |
| 13.2.3.1. Lateral support shipments | | | | | | | - | - | - | - | 3c | - |
| 13.2.3.2. Over-ocean transportation | | | | | | | - | - | - | - | 3c | - |
| 13.2.3.3. CONUS | | | | | | | - | - | - | - | 3c | - |
| 13.2.3.4. Repairables to depot | | | | | | | - | - | - | - | 3c | - |
| 13.2.3.5. IMPAC Purchases | | | | | | | - | - | - | - | b | - |
| 13.3. Deployment Operations | | | | | | | | | | | | |
| 13.3.1. Identify Cargo Deployment Function (CDF) processes | | | | | | | - | - | - | - | 2b | - |

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| 1. Tasks, Knowledge And Technical References | 2. Core/ War-time Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Page 28) | | | | | |
|---|-------------------------|--------------------------|--------------|------------------|------------------|--------------------|---|---------|--------------------|---------|--------------------|---------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 13.3.2. Identify Personnel Deployment Function (PDF) processes | | | | | | | - | - | - | - | 2b | - |
| 13.3.3. Integrated Deployment System (IDS) Process | | | | | | | - | - | - | - | B | - |
| 13.4. Develop the Traffic Management budget process, to include forecasting/maintaining a budget for the following: | | | | | | | | | | | 2b | |
| 13.4.1. TDY | | | | | | | - | - | - | - | | - |
| 13.4.2. Supplies | | | | | | | - | - | - | - | | - |
| 13.4.3. Commercial transportation | | | | | | | - | - | - | - | | - |
| 13.4.4. Other operational and maintenance requirements (O&M) | | | | | | | - | - | - | - | | - |
| 13.5. Programmed Objective Memorandum Process | | | | | | | - | - | - | - | b | - |
| 13.6. Generate/Analyze reports for Transportation computer systems | | | | | | | | | | | | |
| 13.6.1. Cargo Movement Operations System (CMOS) / (TC-AIMS II) | | | | | | | - | - | - | - | 2b/b | - |
| 13.6.2. Transportation Operational Personal Property Standard System (TOPS) | | | | | | | - | - | - | - | 2b/b | - |
| 13.6.3. Global Transportation Network (GTN) | | | | | | | - | - | - | - | 2b/b | - |
| 13.6.4. PowerTrack | | | | | | | - | - | - | - | 2b/b | - |
| 13.6.5. Global Airlift Transportation Execution System (GATES) | | | | | | | - | - | - | - | 2b/b | - |
| 13.7. Identify training concepts | | | | | | | | | | | | |
| 13.7.1. CFETP | | | | | | | - | - | - | - | B | - |
| 13.7.2. STS | | | | | | | - | - | - | - | B | - |
| 13.7.3. Proficiency codes | | | | | | | - | - | - | - | B | - |